

Schools

United States Army Officer Candidate School

**Headquarters
Department of the Army
Washington, DC
14 September 1985**

Unclassified

SUMMARY of CHANGE

AR 351-5

United States Army Officer Candidate School

This change requires completed DA Forms 6285 to be sealed to prevent unauthorized access (para 1-6d). It clarifies the requisitioning procedure for OCS Structured Interview test materials(para 1-6f). It also requires OCS selectees to undergo a new medical examination prior to departure from home station if the current physical will be more than 1 year old at the time of the scheduled OCS graduation date (para 4-3b(6)). Appendix A has been revised to add prescribed and referenced forms.

Schools

United States Army Officer Candidate School

By Order of the Secretary of the Army:

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History. The original form of this regulation was first published on 15 October 1984. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This revision updates eligibility requirements and procedures for processing applications of Active Army personnel for Officer Candidate School (OCS) (previously known as the Branch Immaterial Officer Candidate Course). It provides general guidance on mobilization policies and procedures,

includes revised testing criteria for all applicants, and adds the use of the US Army Precommissioning Assessment System Structured Interview. It also establishes the new personnel security investigation requirement and explains US Army Military Personnel Center (MILPERCEN) OCS selection board procedures for recommending branch/initial specialties. Specific reference is made to the OCS conducted at the US Army Infantry School, Fort Benning, Georgia, which is now the only OCS in operation. However, the same procedures would apply if other peacetime OCSs are established. General statutory authority to establish the officer candidate program is in section 4411, title 10, United States Code.

Applicability. This regulation applies to active duty personnel of the Regular Army (RA) and the US Army Reserve (USAR). It does not apply to Reserve Component personnel on active duty for training for the purpose of attending OCS.

Proponent and exception authority. Not applicable

Impact on New Manning System. This

regulation does not contain information that affects the New Manning System.

Army management control process. Not Applicable.

Supplementation. Supplementation of this regulation and establishment of forms other than DA forms are prohibited without prior approval from HQDA(DAPC-OPP-P), ALEX VA 22332-0400.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA(DAPC-OPP-P), ALEX VA 22332-0400.

Distribution. Active Army—B, USAR; ARNG—D

Contents (Listed by paragraph and page number)

Chapter 1

General Provisions, page 1

Section I

Introduction, page 1

Purpose • 1-1, *page 1*

References • 1-2, *page 1*

Explanation of abbreviations and terms • 1-3, *page 1*

Objectives of OCS • 1-4, *page 1*

Responsibilities • 1-5, *page 1*

Installation OCS Structured Interview • 1-6, *page 1*

Publicity • 1-7, *page 1*

Section II

Mobilization, page 1

General • 1-8, *page 1*

Mobilization OCS programs • 1-9, *page 2*

Chapter 2

Eligibility Requirements, page 2

Who may apply • 2-1, *page 2*

Who may not apply • 2-2, *page 2*

Eligibility criteria • 2-3, *page 2*

Waivers • 2-4, *page 3*

Chapter 3

Administration and Processing of Applications, page 3

Section I

Service Commitment and Obligation, page 3

Enlisted service commitment • 3-1, *page 3*

Commissioned service obligation • 3-2, *page 3*

Section II

Submission and Processing of Application and Related Documents, page 3

Application for OCS • 3-3, *page 3*

Submission by applicant • 3-4, *page 3*

Action by unit commanders • 3-5, *page 3*

Review by intermediate commanders • 3-6, *page 4*

Review and processing by personnel officers • 3-7, *page 4*

Final installation processing • 3-8, *page 5*

Review by MACOM commanders • 3-9, *page 5*

Review and selection actions by MILPERCEN • 3-10, *page 5*

Contents—Continued

Additional guidance • 3–11, *page 5*

Chapter 4

Assignment Restrictions and Disposition of Applicants, *page 6*

Section I

Assignment Restrictions, page 6

Restrictions • 4–1, *page 6*

Removal of assignment restrictions • 4–2, *page 6*

Section II

Applicants Selected for OCS Enrollment, page 6

Procedures for notification of selectees • 4–3, *page 6*

Predeparture interview • 4–4, *page 6*

Orders • 4–5, *page 6*

Transfer of documents and records • 4–6, *page 6*

Section III

Nonselection, Withdrawal, and Involuntary Removal, page 7

Nonselection • 4–7, *page 7*

Withdrawal • 4–8, *page 7*

Involuntary removal • 4–9, *page 7*

Retesting • 4–10, *page 7*

Chapter 5

Officer Candidate School Attendance and Commissioning, *page 7*

Section I

Enrollment, page 7

Enrollment of candidate • 5–1, *page 7*

Grade authorization • 5–2, *page 7*

Status of candidates • 5–3, *page 7*

Section II

Awards and Honors, page 8

Distinguished graduates • 5–4, *page 8*

Robert P. Patterson Memorial Award • 5–5, *page 8*

Section III

After Graduation, page 8

Leave upon graduation • 5–6, *page 8*

Separation from prior service • 5–7, *page 8*

Medical examination • 5–8, *page 8*

Section IV

Appointment and Assignment, page 8

Appointment procedures • 5–9, *page 8*

Disposition of records of candidates appointed in the Army

Reserve • 5–10, *page 9*

Section V

Candidates Not Commissioned, page 9

Relief and disposition of candidates not commissioned • 5–11,
page 9

Use of DD Form 785 • 5–12, *page 9*

Retention of candidates • 5–13, *page 9*

Appendix A. References, page 11

Glossary

Chapter 1 General Provisions

Section I Introduction

1-1. Purpose

This regulation prescribes policy, eligibility requirements, and administrative procedures for—

- a. Submitting and processing applications of Active Army members for Officer Candidate School (OCS).
- b. Appointing OCS graduates as commissioned officers in the USAR for service in the Active Army.

1-2. References

Required and related publications are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Objectives of OCS

The objectives of the OCS program are to—

- a. Develop the leadership ability and professional skills of candidates to prepare them for appointment as second lieutenants in the USAR, and for effective service as commissioned officers in the Active Army.
- b. Serve as a basis for expansion of officer candidate training if mobilization occurs. (See paras 1-8 and 1-9.)

1-5. Responsibilities

- a. The Deputy Chief of Staff for Personnel (DCSPER) will provide overall staff supervision of the OCS program.
- b. The Commanding General, US Army Military Personnel Center (MILPERCEN), will—
 - (1) Arrange for publication of program policies and procedures.
 - (2) Administer the OCS program.
 - (3) Make final selection of applicants for enrollment in OCS.
 - (4) Publicize the OCS program Army-wide and urge qualified persons to apply.
- c. The Commanding General, US Army Training and Doctrine Command (TRADOC), is responsible for general supervision, coordination, and inspection of all training under the OCS program, and for mobilization expansion plans. TRADOC will maintain Table of Distribution and Allowances and mobilization programs of instruction to support the establishment of branch specific OCS at other locations after M-Day. (See sec II.)
- d. All major Army command (MACOM) commanders will manage the OCS program under their jurisdiction. They will insure that only the best qualified applicants are recommended for training. All applications must be processed through the chain of command. However, major commanders may delegate final review authority to installation commanders, if desired.
- e. Installation commanders will—
 - (1) Locally publicize the OCS program and urge qualified soldiers to apply.
 - (2) Process, be accountable for, and control OCS applications and applicants.
 - (3) Conduct the OCS Structured Interviews.
 - (4) Process and reassign selectees to OCS, based on assignment instructions from HQDA.
- f. The OCS commandant is responsible for the operation of the training program. This includes—
 - (1) Enrollment.
 - (2) Leadership development and evaluation.
 - (3) Relief from the course, if required.
 - (4) Commissioning upon graduation.
 - (5) Maintenance and reporting of data required by HQDA.
 - (6) Development of mobilization programs of instruction for the

branch immaterial portion of branch specific courses to be conducted by other service schools after M-Day. (See sec II.)

1-6. Installation OCS Structured Interview

- a. The objective of the Structured Interview is to identify the degree to which the applicant has developed attributes that show potential for a successful career as a professional Army commissioned officer. The applicant's past behavior in a variety of situations is evaluated to predict future performance.
- b. The interview will be conducted by a panel of three interviewers. The installation commander will appoint enough interviewers to insure that three are available when needed to conduct the interview. All members must be commissioned officers, captain or above. Unit command experience is desirable but not mandatory. Members will be appointed for not less than 6 months.
- c. The installation commander must be sure that each interviewer is instructed in the Structured Interview skills and techniques to accomplish the objective of the interview. As a minimum, the interviewer must have thoroughly studied DA Pam 611-5 and viewed DA Form 6283, a 46-minute video cassette titled "US Army Precommissioning Leadership Program." Each newly appointed interviewer should observe at least one Structured Interview conducted by experienced panel members.
- d. Each interviewer will complete DA Form 6285 (Interview Plan #2). Any notes that the interviewer records on the form must be legible and understandable, since they will be reviewed by the installation commander, major commander, and the MILPERCEN OCS Selection Board. Rationale for ratings of higher than "4" or lower than "3" must be clearly shown on DA Form 6285. Completed DA Forms 6285 will be placed in a sealed envelope marked "DA Forms 6285, Interview Plan #2—To be opened at HQDA(DAPC-OPP-P) only" and attached to the OCS application.
- e. Immediately before the Structured Interview, the panel members will require the applicant to submit a handwritten narrative stating "Why I Want to be an Army Officer." The purpose of this narrative is to give the interviewers a chance to evaluate the applicant's writing and ability to express a desire to serve as a commissioned officer.
 - (1) The applicant will be allowed a maximum of 1 hour to complete the narrative.
 - (2) The narrative will not exceed one page.
 - (3) No assistance except an explanation of the question and use of a dictionary will be permitted.
 - (4) The narrative will be attached to DA Forms 6285.
- f. DA Pam 611-5, DA Form 6283, and DA Form 6285 are test materials that will be requisitioned by the activity test control officer according to procedures in AR 611-5.

1-7. Publicity

Installation commanders will give maximum publicity to the OCS program. They will emphasize the opportunities offered for upward mobility and service as a commissioned officer. Active duty warrant officers and enlisted personnel will be identified and encouraged to apply if they—

- a. Appear well motivated and demonstrate outstanding potential for leadership in positions of increasing responsibility.
- b. Possess the qualifications desired in a commissioned officer.
- c. Meet the eligibility requirements of chapter 2.

Section II Mobilization

1-8. General

This section provides general guidance for changing policies and procedures during mobilization to speed up the procurement and accession of officers. The OCS program will become the primary base of expansion during mobilization. Upon full or total mobilization, this procurement program will provide the bulk of officers normally produced during peacetime by the Reserve Officers' Training Corps (ROTC) program. For a partial mobilization, an expanded

OCS may be required to supplement other peacetime officer procurement programs.

1-9. Mobilization OCS programs

The expanded OCS program will be carried out by direction of the DCSPER. When this occurs, the following changes will take place:

a. For a partial mobilization, the educational requirement (para 2-3 *e*) may be reduced so OCS applicants can be high school graduates.

b. Upon full or total mobilization, the educational requirement will be reduced so the applicants can be high school graduates.

c. Qualifying scores on mental aptitude tests will be as stated in paragraph 2-3 *b*. If needed, HQDA will adjust these scores to provide enough qualified applicants.

d. OCS classes in session at Fort Benning on M-Day will be accelerated and graduates commissioned as soon as possible. Peacetime branch immaterial OCS classes will then be halted and responsibility transferred to installations conducting wartime branch immaterial OCS classes (*f* below).

e. Branch specific OCS will be set up at branch schools with an expected input of 100 or more students per week upon mobilization (or input as determined by HQDA). These courses will be designed to produce a specialty qualified officer prepared for deployment. Planning for establishment of branch specific OCS will be based on the training capacity published in the TRADOC Post Mobilization Training Plan.

f. Branch immaterial OCS will be set up at various locations, based on a determination of installation supportability. This course will provide 6 weeks of branch immaterial training, followed by specialty specific training at a branch school based on requirements.

g. OCS applicants will be selected by the major Army commands (MACOM) under procedures established by the DCSPER. Upon full or total mobilization, the procedures of paragraph 3-10 are delegated to the Commanding General, TRADOC. These procedures may be modified in coordination with ODCSPER and by approved mobilization plans.

Chapter 2 Eligibility Requirements

2-1. Who may apply

a. Under the provisions of this regulation—

(1) Active Army warrant officers or enlisted members who have completed advanced individual training (AIT) may apply. (Exceptions are given in para 2-2; see para 3-4*h*(5) for waiver criteria.) Persons assigned to overseas commands may apply at any time, but will not normally be permitted to return to the continental United States (CONUS) for OCS attendance before completing five-sixths of the prescribed overseas tour (AR 614-30). (See para 3-4 *h*(3) for waiver criteria.) Persons assigned to Cohesion, Operational Readiness, and Training (COHORT) units may apply at any time, but may not attend OCS until the end of the COHORT unit life cycle.

(2) Former commissioned officers may apply if their only commissioned service was performed in one of the Armed Forces early commissioning programs for students in the health professions. (See para 2-2*d*.)

b. Under other regulations—

(1) Warrant officers and enlisted personnel of the USAR not on active duty may apply. These persons will follow guidance in AR 140-50.

(2) Civilians under the OCS Enlistment Option may apply. (See AR 601-210, table 9-5.)

(3) Warrant officers and enlisted personnel of the Army National Guard (ARNG) may apply as prescribed by the Chief, National Guard Bureau. Guidance in NGR 351-5 will be followed.

2-2. Who may not apply

Individuals may not apply if—

a. They are presently conscientious objectors.

b. Their selection would clearly not be in the interests of national security (AR 604-5).

c. They have been separated from any of the Armed Forces under conditions of a nonwaivable disqualification for enlistment (AR 601-210, table 4-2).

d. They are, or have been, commissioned officers in any component of the Armed Forces. (See para 2-1 *a*(2) for exception.)

e. They have been alerted or are on orders for overseas movement, unless the application was submitted to the unit commander before alert or receipt of assignment instructions at the installation.

f. They would have more than 10 years of active Federal service when appointed as a commissioned officer.

g. They are under suspension of favorable personnel actions for military personnel (AR 600-31).

h. They are attending, alerted for, or on orders to the Defense Language Institute Foreign Language Center (DLIFLC) as a student. Graduates of DLIFLC must complete a minimum 1-year language utilization assignment before they are eligible to attend OCS.

i. They are warrant officer flight training candidates or warrant officers attending a rotary wing aviator course. They are not eligible to attend OCS until they have completed a 1-year utilization tour.

j. They are Physician Assistant (PA) warrant officers attending Phase II, PA training. They are not eligible to attend OCS until they have completed 2 years of utilization.

k. They are enrolled in AIT and are alerted for or on orders to a COHORT unit.

2-3. Eligibility criteria

All applicants must—

a. Be citizens of the United States.

b. Achieve a GT score of 110 or higher if tested on or before 31 December 1975 or on or after 1 October 1980. Due to the scoring formula used, applicants tested from 1 January 1976 through 30 September 1980, who have not taken a retest, must achieve a GT score of 115 or higher. (See AR 611-5, para 3-9, for retesting policy on the Armed Services Vocational Aptitude Battery (AS-VAB).) All applicants also must score 90 or higher on the Officer Selection Battery (OSB), Subtest 2.

c. Pass the Army Physical Readiness Test and meet height and weight standards in AR 600-9. (See para 3-5 *b* and *c*.)

d. Have a favorable National Agency Check (NAC) or entrance NAC (ENTNAC).

e. Have completed at least 60 semester hours of college study, except for a Medal of Honor or Distinguished Service Cross recipient.

f. Achieve a score of 80 or higher on the English Comprehension Level Test (ECLT) if the applicant's primary language is other than English.

g. Be of good moral character.

h. Have no convictions by civil or military courts. (This does not apply to minor traffic violations with a fine or forfeiture of \$100 or less.) An applicant must not have been judged to be a juvenile offender. This applies even if the court sentence, or any part of it, was suspended or withheld, or such conviction was in any way removed from court records by satisfactory completion of a period of probation. This also applies to adverse juvenile adjudications. (See para 3-4*h*(1) for waiver of prior convictions by civil or military courts.)

i. Have not been previously disenrolled from officer candidate training.

j. Be at least 18 and less than 30 years of age at the time of enrollment.

k. Have completed AIT (enlisted personnel).

l. Have had a type "A" medical examination within 6 months before the date of application. Applicants must meet procurement medical fitness standards (except height and weight) prescribed in AR 40-501, chapter 2 and paragraph 7-19, and possess a physical profile serial of at least 222221. (Height and weight standards stated in *c* above apply.)

2-4. Waivers

The eligibility requirements in paragraph 2-3 are the minimum for a person to attend OCS. The eligibility criteria in paragraphs 2-3 *a* through *g* will not be waived. The CG, MILPERCEN, may approve waivers for criteria in paragraphs 2-3*h* through *k*. Major commanders have authority to waive medical requirements (para 2-3*l*). Waiver requests will be processed under procedures in chapter 3.

Chapter 3 Administration and Processing of Applications

Section I Service Commitment and Obligation

3-1. Enlisted service commitment

a. Enlisted Active Army members without enough time remaining in the service to complete OCS training must extend their enlistment before enrollment. (See AR 601-280, chap 3.) The extension will be processed following selection but before departure from current station.

b. If discharge is required for immediate reenlistment (see AR 601-280, para 3-1*b*), the discharge certificate will not be given to the person until after reenlistment has been completed (AR 635-200, para 16-3). DD Form 214 (Certificate of Release or Discharge from Active Duty) will be prepared per AR 635-5, citing the Separation Program Designator in AR 635-5-1.

3-2. Commissioned service obligation

All Active Army OCS graduates will serve at least 3 years in a commissioned officer status on active duty.

Section II Submission and Processing of Application and Related Documents

3-3. Application for OCS

All applicants for OCS will complete a DA Form 61 (Application for Appointment). Applications will be unclassified. Information classified CONFIDENTIAL or higher will be submitted separately with a reference to the application.

3-4. Submission by applicant

a. Applicants will submit DA Form 61, completed under applicable instructions below, to their unit commander. The date the application is submitted to the unit commander will be considered the submission date of the application. If in question, the unit commander will verify the date of receipt. The following documents will be attached to the application:

(1) Documentary evidence of birth or statement of citizenship. An individual who is not a citizen of the United States by birth will submit the proper statement shown in AR 135-100, figure 2-1. Facsimiles or copies of naturalization certificates or certificates of citizenship will not be made. The reproduction of these certificates or any part of them without proper authority is a felony.

(2) Transcript of college credits, or certification of 60 semester hours of college credit from the installation education advisor when college credits are from several sources. If applicable, a statement will be submitted that the applicant has received the Medal of Honor or the Distinguished Service Cross.

(3) Requests for any necessary waiver (paras 2-4 and *h* below) with affidavit (if applicable).

(4) Affidavit from previous conscientious objector (if applicable). (See *i* below.)

(5) Letters of recommendation or character reference from current or previous commissioned officer supervisor (optional).

(6) Completed DA Form 4322-R (Army Officer Candidate Contract and Service Agreement). DA Form 4322-R will be reproduced

locally on 8½- by 11-inch paper. A copy for local reproduction purposes is at the back of this regulation.

(7) Current official photograph as prescribed in AR 640-30.

(8) Completed DA Form 483 (Officer's Assignment Preference Statement).

b. Applicants will indicate, in order of preference, at least four branch preferences, as follows:

(1) Male applicants—2-Combat Arms, 1-Combat Support Arm, and 1-Combat Service Support.

(2) Female applicants—1-Combat Arm (excluding IN and AR), 1-Combat Support Arm, 1-Combat Service Support, and one of their choice.

c. Applicants who list OD, QM, or SC will enter in the specialty column one of the initial specialties (INSPEC) in which they wish to serve. (See table 3-1 and DA Pam 600-3.)

d. Male applicants who request Aviation will, if selected for Aviation, attend AD, AR, FA, IN, MI, or SC Officer Basic Course (OBC) prior to flight school.

e. Female applicants who request Aviation will, if selected for Aviation, attend AD, FA, MI, or SC OBC before flight school.

f. Warrant officer aviator applicants who have served a 1-year utilization tour after completing Warrant Officer Flight Training or the Rotary Wing Aviator Course will apply for Aviation.

g. Specialties for applicants who request and are approved for branch assignment to the Medical Service Corps (MS) will be determined by The Surgeon General. This decision will be based on the applicant's professional and educational qualifications. Applicants for MS must possess at least a baccalaureate degree. (See AR 135-101, para 1-11*d*.)

h. Request for waiver will be submitted, as required, for—

(1) All convictions by civil or military courts, or a person who has been judged a juvenile offender. (This excludes minor traffic violations with a fine or forfeiture of \$100 or less.) The request for waiver must include—

(*a*) An affidavit from the applicant that states circumstances of the offense.

(*b*) A copy of all court actions and the final disposition of the case, if available, or correspondence with the court on reasons for lack of records or proceedings.

(2) Disenrollment from a prior officer candidate type training program. (See para 3-7*e*.)

(3) Curtailment of oversea tour when compliance with completion of five-sixths of the prescribed tour (para 2-1*a*(1)) would cause the person to become ineligible because of age or service, or when other circumstances exist that warrant consideration of a waiver.

(4) Age, if applicant would be 30 years of age or older at the time of enrollment. The waiver may be favorably considered only when the person can complete 20 years of active Federal commissioned service prior to his or her 55th birthday.

(5) Enrollment in AIT but not alerted or on orders to a COHORT unit. The request for waiver must state that the applicant has signed and understands the provisions of DA Form 4322-R (*a*(6) above).

i. Applicants who previously were conscientious objectors will attach an affidavit to the DA Form 61, stating abandonment of such beliefs and principles. This statement will show that the person is willing to bear arms and give full and unqualified service to the United States. If the person has demonstrated a change of views by later military service, the affidavit should so state. (See DA Form 61, item 24.)

3-5. Action by unit commanders

Unit commanders will—

a. Assure that the application is complete and that all required documents are attached (para 3-4*a*).

b. Supervise administration of the Army Physical Readiness Test per FM 21-20. Applicants must score at least 60 points in each event. The test will be taken no more than 2 months before the applicant's Structured Interview. A completed DA Form 705 (Army Physical Fitness Evaluation Scorecard) will be attached to the application.

c. Certify and attach a statement that the applicant meets height and weight standards in AR 600-9.

d. Interview applicants to insure that they are aware that—

(1) The training is mentally and physically demanding and may cause the individual personal hardships.

(2) The majority of the Army's needs for OCS graduates are in the combat arms.

(3) Applicants interested in MS must meet the requirement for a qualifying degree outlined in AR 135-101, paragraph 1-11d.

(4) If they are selected by HQDA but not enrolled in OCS upon arrival at Fort Benning because of personal, physical, motivational, or financial reasons, they will be reassigned by HQDA as needed by the Service.

e. Prepare DA Form 5339-R (OCS Applicant's Evaluation Sheet). DA Form 5339-R will be reproduced locally on 8½- by 11-inch paper. A copy for local reproduction purposes is at the back of this regulation.

f. Complete part IIa of DA Form 61. Remarks must include comments and a recommendation on requests for waiver. The rationale to support the recommendation is particularly important. Additional comments in the remarks section are optional.

g. Send application and related documents (application packet) through the intermediate commanders to the installation commander for further processing.

3-6. Review by intermediate commanders

The intermediate commanders will—

a. Check the application for administrative correctness.

b. Review and indorse the application, recommending approval or disapproval.

c. Send the application packet through the chain of command to the installation commander for further processing.

3-7. Review and processing by personnel officers

The applicant's personnel officer will—

a. Review the application for completeness. He or she will return incorrect applications to the unit commander for correction.

b. Request the installation test control officer (TCO) to give and score the required mental and aptitude tests (para 2-3 b). The personnel officer will post scores to the applicant's DA Form 2-1 (Personnel Qualification Record—Part II). DA Pam 310-8 lists materials needed to administer and score the tests. Policies and

procedures for the procurement, administration, protection, and scoring of tests are in AR 611-5.

(1) If the applicant is applying for Army initial entry flight training, specialty 15, request the TCO to give the revised Flight Aptitude Selection Test (FAST) (AR 611-110) and post scores to DA Form 2-1. A score of 90 or higher will qualify for further processing for flight training. If the person makes a qualifying score, attach a copy of DA Form 6256 (FAST Scoring Worksheet) to the application.

(2) Give the ECLT to applicants whose primary language is other than English. The applicant must achieve a score of 80 or higher.

c. Arrange for the applicant to take the medical examination required by paragraph 2-3 l, if he or she does not have a current valid examination.

(1) The local commander of the medical examining facility, or his or her senior designated Medical Corps (MC) representative, will review the medical examination and verify results by signing item 82 of Standard Form (SF) 88 (Report of Medical Examination). When the applicant is medically qualified for OCS training and subsequent commissioning in the USAR—

(a) The personnel officer will be notified that the applicant is medically qualified.

(b) The SF 88 and SF 93 (Report of Medical History) will be filed in the applicant's medical records. A copy of each will be attached to the application.

(2) If the applicant does not meet the prescribed medical fitness standards—

(a) A recommendation for or against a waiver will be made by the reviewing MC officer. This will be included in the notes section on the front page of SF 88.

(b) His or her case, if questionable, will be sent directly to the Commander, US Army Health Services Command (HSC), ATTN: HS-PA-C, Fort Sam Houston, TX 78234, for a determination. After a decision is made, HSC will return the SF 88 to the examining facility commander.

(c) The reviewing medical officer will send the SF 88 and waiver recommendation to the MACOM commander for final approval or disapproval of the waiver.

(3) If a waiver is granted, the personnel officer will be notified and the SF 88 and SF 93 will be filed in the applicant's medical records. A copy of each will be attached to the application.

Table 3-1
Initial specialties by branch

Branch	Code number	Specialties
Adjutant General's Corps (AG)	42	Administrative and Personnel Systems Management
Air Defense Artillery (AD)	14	Air Defense Artillery
Armor (AR)	12	Armor
Aviation (AV)	15	Aviation
Chemical Corps (CM)	74	Chemical
Corps of Engineers (CE)	21	Engineer
Field Artillery (FA)	13	Field Artillery
Finance Corps (FI)	44	Finance
Infantry (IN)	11	Infantry
Military Intelligence (MI)	35	Military Intelligence
Military Police Corps (MP)	31	Military Police
Ordnance Corps (OD)	73	Missile Materiel Management
	75	Munitions Materiel Management
	91	Maintenance Management
Quartermaster Corps (QM)	81	Petroleum Management
	82	Subsistence Management
	92	Materiel/Services Management
Signal Corps (SC)	25	Communications-Electronics
	27	Communications-Electronics Engineering
Transportation Corps (TC)	95	Transportation Management

(4) If the applicant is medically disqualified and a waiver is not granted, the application, with the reason for disapproval, will be returned to the applicant.

(5) An applicant applying for Army flight training must take a class 1 flight physical (AR 611-110). This may be done together with the medical examination required for OCS. However, applicants may not request a flight physical medical examination until they have passed the FAST (para 3-7 b(1)). The completed report of medical examination will be sent to the Commander, US Army Aeromedical Center, ATTN: ATZQ-AAMC-AA-ER, Fort Rucker, AL 36362, for approval. After review, the medical report will be returned to the examining medical facility. Approved reports will be attached to the OCS application. The application will not be forwarded until after this action.

d. Attach the appropriate personnel security investigation statement to the application. A favorable ENTNAC or NAC is required for all officer candidates. If the person had a previous favorable ENTNAC or NAC and no break in service of more than 12 months, this investigation will be used to fulfill the ENTNAC or NAC requirement. The investigation must be completed before the application is sent to the major commander or HQDA, as appropriate. DA Form 873 (Certificate of Clearance and/or Security Determination), processed DD Form 1584 (National Agency Check Request), DD Form 398-2 (Personnel Security Questionnaire (National Agency Check)), or Defense Investigative Service (DIS) Form 1 (Report of NAC/ENTNAC(RON)) may be used to verify the investigation. A copy of one of these forms will be included in the applicant's Military Personnel Records Jacket, US Army (MPRJ). The following statement will be inclosed with the application: "A review of the files available to this office reveals that a favorable NAC (ENTNAC) regarding . . . (Name) . . . , . . . (SSN). . . , was completed on . . . (Date) . . . by . . . (Agency). . ."

e. If the applicant has previously been disenrolled, request a completed DD Form 785 (Record of Disenrollment from Officer Candidate-Type Training) from the installation that conducted the previous training. No further action will be taken on the application until the form is received. Upon receipt, the DD Form 785 will be attached to the application. The application must state that the applicant has overcome deficiencies for which disenrolled.

f. Attach a copy of the applicant's DA Form 2-1 to the application.

g. Schedule the Structured Interview. (See para 1-6.)

3-8. Final installation processing

The installation commander, or his or her personally designated representative, will—

a. Review the application packet for accuracy. This includes proper completion of forms and signatures.

b. Insure that DA Forms 6285 are properly sealed and attached to the application (para 1-6).

c. Complete part IIb, DA Form 61 of qualified applicants, including a recommendation on requests for a waiver. He or she will send the application packet to the major commander if required. Applications from persons attending AIT (para 3-4 h(5)) will be sent for further processing only when the applicant is considered to have outstanding potential for success as a commissioned officer.

d. Comply with the requirements of paragraph 3-9 if final review authority has been delegated to the installation commander (para 1-5d).

e. Advise qualified applicants of action taken.

f. Return, by indorsement, applications of persons who are considered not qualified. The indorsement will state the reason for disapproval and ways to overcome deficiencies, when possible.

3-9. Review by MACOM commanders

MACOM commanders or their designated subordinate commanders will—

a. Insure that—

(1) All applications are reviewed for accuracy and completeness.

(2) The applicants meet all eligibility requirements of this regulation or have included required requests for waiver.

b. Indorse applications, recommending approval or disapproval. He or she will include comments and a recommendation on requests for waiver.

c. Send application packets of qualified applicants to HQDA(DAPC-OPP-P), ALEX VA 22332-0400 for evaluation by the MILPERCEN OCS Selection Board. Applications will be assembled in the following order:

(1) DA Form 61.

(2) Documentary evidence of birth or statement of citizenship.

(3) Transcript of college credits, statement verifying completion of 60 semester hours of college credit, or statement that the applicant has received the Medal of Honor or the Distinguished Service Cross.

(4) Current official photograph (per AR 640-30).

(5) Statement of favorable completion of NAC or ENTNAC.

(6) DA Form 4322-R.

(7) Copy of SF 88, with signature and title of reviewing authority, and copy of SF 93.

(8) Unit commander's statement of applicant's compliance with height and weight standards of AR 600-9.

(9) Copy of DA Form 2-1.

(10) DA Form 483.

(11) DA Form 5339-R.

(12) DA Form 705.

(13) DA Forms 6285.

(14) "Why I Want to be an Army Officer" narrative.

(15) Letters of recommendation or character reference from current or previous commissioned officer supervisor (optional).

(16) DD Form 785, if required.

(17) Conscientious objector affidavit, if needed.

(18) Requests for waiver, if required.

(19) Class 1 flight physical report of medical examination and FAST scores, if necessary.

d. Return, by indorsement, applications of unqualified individuals. The indorsement will state the reason for disapproval.

3-10. Review and selection actions by MILPERCEN

The Commanding General, MILPERCEN, will—

a. Determine the number of applicants to fill projected OCS class vacancies. This number is based on approved class schedules and required input.

b. Convene periodic MILPERCEN OCS Selection Boards to—

(1) Select the best qualified applicants for enrollment.

(2) Recommend an INSPEC for each selectee (para 5-9c).

(3) Recommend an additional specialty (ADSPEC) designation, when technical qualification is in a non-accession specialty.

c. Take final action on requests for waiver.

d. Designate an INSPEC for each selectee and an ADSPEC, when appropriate, based on the OCS Selection Board recommendations.

e. Issue a worldwide message announcing selectees for each OCS class.

f. Send letters of notification to selectees.

g. Return applications of individuals not selected, with a letter of transmittal, to the installation commander.

h. Send class assignment roster of approved applicants to the school commandant at least 60 days before the class starts.

i. Inform the school commandant of additions and deletions to class rosters.

j. Send applications of approved applicants to the Adjutant, 5th Student Battalion (OCS), The School Brigade, USAIS, Fort Benning, GA 31905, upon completion of the MILPERCEN OCS Selection Board.

3-11. Additional guidance

DA Pam 600-8, procedure 4-10, has additional detailed guidance for preparing and processing OCS applications.

Chapter 4 Assignment Restrictions and Disposition of Applicants

Section I Assignment Restrictions

4-1. Restrictions

When a person applies for OCS, these actions will be taken:

- a. The applicant's personnel officer will—
 - (1) Enter in item 4 of the applicant's DA Form 2-1: "OCS applicant—ASG Restrictions—AR 351-5."
 - (2) Make sure that while the application is pending, the applicant is not reassigned or enrolled in any training that will conflict with the possible OCS enrollment date.
- b. Installation commanders and unit commanders will monitor each applicant's status. This will insure that the applicant remains qualified and is not reassigned while the application is pending.
- c. If selected for OCS training, the applicant will be reassigned to the scheduled OCS class based on assignment instructions from MILPERCEN or the US Army Medical Department Personnel Support Agency (AMEDDPERSA).
- d. An applicant assigned overseas, who is approved for OCS, will remain at his or her current station until five-sixths of the normal overseas tour is completed, unless otherwise directed by MILPERCEN.

4-2. Removal of assignment restrictions

- a. The entry in item 4 of DA Form 2-1 (para 4-1 a(1)) will be deleted if the—
 - (1) Applicant is not selected.
 - (2) Application is withdrawn.
 - (3) Application is involuntarily withdrawn for cause by the appropriate authority in the applicant's chain of command.
- b. The proper remarks contained in AR 640-2-1, table 3-1, will be entered in item 4, DA Form 2-1.
- c. The applicant will then be eligible for reassignment per AR 614-200.

Section II Applicants Selected for OCS Enrollment

4-3. Procedures for notification of selectees

- a. HQDA(DAPC-OPP-P) will issue a worldwide message announcing selectees for each OCS class. When post OCS assignments have been made, HQDA(DAPC-OPP-P) or AMEDDPERSA, as fitting, will send the assignment instructions to the losing Military Personnel Office (MILPO).
- b. Installation commanders will—
 - (1) Remind the selectee that withdrawal will not be permitted until he or she has completed at least 4 weeks of training, except as provided in paragraph 5-11c.
 - (2) Reenlist or extend the enlistment of the selectee (para 3-1), if necessary, and advise the major commander of this action.
 - (3) Review with selectee the policy on housing and movement of family members.
 - (a) Except as stated in paragraph 4-5, candidates will attend OCS in a TDY en route status.
 - (b) Families who choose to accompany candidates to Fort Benning must do so at their own expense, unless the candidate's PCS assignment is Fort Benning. (See para 4-5.)
 - (c) Persons who attend OCS from a CONUS installation will have the option of returning to their present CONUS duty station upon completion of TDY, to prepare their family members for

relocation to the new permanent duty station. The losing commander may allow individuals electing this option up to 10 duty days to prepare their family members for movement per AR 614-6 and DA Pam 600-8-10, procedure 3-1. This option applies to CONUS to CONUS and CONUS to overseas PCS moves. It does not apply to selectees attending OCS from an overseas assignment (overseas to CONUS PCS). It also does not apply to selectees assigned PCS to Fort Benning (para 4-5).

(d) Government quarters are available at Fort Benning only for family members of officer candidates whose PCS assignment is Fort Benning (para 4-5).

(4) Initiate Special Background Investigation (SBI) for those applicants selected for Military Intelligence.

(5) Insure that all applicants selected for Field Artillery complete a DD Form 398 (Personnel Security Questionnaire (BI/SBI)). The form will be placed in the applicant's MPRJ.

(6) Verify the date of the medical examination submitted with the OCS application (para 2-3f). If the examination will be more than 1 year old as of the scheduled OCS graduation date (commissioning date), the selectee must undergo a new one before departure from home station (AR 40-501, para 10-17 a(2)). Graduation dates are in HQDA MILPO messages that announce OCS class schedules.

4-4. Predeparture interview

a. Within 2 weeks before departure for training, the selectee will be interviewed again by the unit commander. This in-depth interview is to verify that the selectee is still qualified and motivated to attend OCS. It insures that no disqualifying factors (e.g., physical, financial, personal, or motivational) have surfaced since the selectee appeared before the Structured Interview Board. If problems could adversely affect the person's ability to complete OCS successfully, they should be investigated. Prompt action should be taken to correct the problem or withdraw the selectee from OCS.

b. To help the unit commander, a format of an Interviewer Checklist is shown at figure 4-1 which may be used for guidance. After the interview, the unit commander will complete the Narrative Summary of Predeparture Interview. (See fig 4-2 for sample format.) The summary will be filed in the action pending section of the person's MPRJ for 6 months. If it is determined that the person is not qualified to attend OCS, the commander will promptly recommend that the general court-martial convening authority (GCMCA) remove the applicant from the program, per paragraph 4-9. If removed, his or her name will be reported by electrically transmitted message to CDR MILPERCEN ALEX VA//DAPC-OPP-P// as a removal. This report will be made within 2 days after the determination is made. An information copy of the message will be sent to the proper MACOM. (See para 4-8.)

4-5. Orders

Candidates will attend OCS in a TDY en route status. However, candidates designated INSPEC 11 will be assigned PCS to Fort Benning. Also, candidates selected for ranger training following completion of OCS may be assigned PCS to Fort Benning. Except as stated above, PCS orders issued for OCS will assign the candidate to ultimate duty station with TDY enroute at OCS and the appropriate OBC. Orders will also include other training for which the person has been selected.

4-6. Transfer of documents and records

- a. The personnel officer will place the following documents in a sealed envelope to be hand-carried by the selectee to the USAIS:
 - (1) MPRJ including DA Form 2-series and DA Form 2-1.
 - (2) Narrative Summary of Predeparture Interview (fig 4-2).
 - (3) DA Form 873, processed DD Form 1584, DD Form 398-2, or DIS Form 1.
 - (4) A copy of the orders assigning the selectee to OCS.
- b. The personnel officer will keep a current file on all OCS applicants processed. The file of each approved applicant assigned to OCS will be marked "Assigned to Officer Candidate School Class (enter class number)." The file for applicants who were not

selected, or withdrawn, will be marked "Nonselected for or Withdrawn from Officer Candidate School (enter date)." One copy of the following records will be held for 1 year, then destroyed. (See AR 340-2, app A, or AR 340-18-7 and AR 611-5, para 3-7d.)

- (1) DA Form 61.
- (2) OSB answer sheets.

Section III

Nonselection, Withdrawal, and Involuntary Removal

4-7. Nonselection

- a. The CG, MILPERCEN, will return applications of persons not selected to the proper installation commander (para 3-10g).
- b. The custodian of the applicant's military personnel record will enter in item 4, DA Form 2-1, the remarks in AR 640-2-1, table 3-1. (See para 4-2.) The statement will not be considered derogatory.
- c. The applicant may reapply for the OCS program 1 year after the date of adjournment of the selection board that did not select the person. The same procedures followed in submitting the first application will apply.

4-8. Withdrawal

- a. If an applicant desires to withdraw from the program during the selection process, the unit commander will interview the person to determine the reason. If the applicant persists after counseling, the following actions are required:
 - (1) The applicant must sign a Withdrawal Agreement stating the specific reasons for withdrawal. A sample format is at figure 4-3. The statement will be authenticated by the applicant's unit commander and filed in the person's MPRJ for 1 year, then destroyed.
 - (2) The person's name, SSN, and reason for withdrawal will be reported promptly by electrically transmitted message to CDR MILPERCEN ALEX VA//DAPC-OPP-P//. An information copy will be furnished to the appropriate MACOM.
 - (3) All reassignment restrictions will be deleted from the person's DA Form 2-1.
- b. The individual may reapply for OCS training 1 year after the date of withdrawal. The same procedures for submitting the first application will apply.

4-9. Involuntary removal

- a. A review of suitability for OCS may be started if the conduct or efficiency of an approved applicant or selectee, not yet enrolled in OCS, casts genuine doubt on that person's potential for service as an officer. In such a case, the commander recommending removal will forward his or her recommendation to the GCMCA for decision. Other actions, as necessary, may be initiated under AR 600-31 and the UCMJ. The applicant will have the opportunity to review and comment on the recommendation before it is sent to the GCMCA. The applicant's statement will be inclosed with the recommendation for removal. The GCMCA will direct any additional investigation needed. The decision of the GCMCA will be final, and supersedes any earlier recommendation for approval by the chain of command or selection by MILPERCEN.
- b. If the GCMCA approves the recommendation for removal of an applicant from the program before issuance of OCS orders, the GCMCA will notify the installation commander. The commander will promptly furnish the information below, by electrically transmitted message, to CDR MILPERCEN ALEX VA//DAPC-OPP-P//, with an information copy to the proper MACOM and notification to the applicant:
 - (1) Applicant's name and SSN.
 - (2) Command or installation that recommended the applicant for OCS.
 - (3) Reasons for removal.
- c. If the GCMCA approves the recommendation for the applicant's removal from the program after orders assign the applicant to an OCS class, the GCMCA will notify the installation commander, who will—

- (1) Revoke OCS orders and notify the applicant.
- (2) Send a copy of the revocation to the USAIS as soon as possible.
- (3) Promptly send the information below by electrically transmitted message to CDR MILPERCEN ALEX VA//DAPC-OPP-P//, with an information copy to the appropriate MACOM:
 - (a) Individual's name and SSN.
 - (b) OCS class assignment data.
 - (c) Command or installation that approved removal of the applicant.
 - (d) Reasons for removal.
 - (e) Identification of the revocation.

4-10. Retesting

Applicants who fail to score 90 or higher on the OSB, Subtest 2, may be retested. The person's immediate commander may approve the retest per AR 611-5, paragraph 3-9. An alternate version of the test will be used, if possible. A retest will not be given until at least 6 months after the first testing. Requests for additional retesting or retesting as an exception to policy will be sent to USASSC-NCR(A-TZI-NCR-MS-D), ALEX VA 22332-0400 per AR 611-5, paragraph 3-9.

Chapter 5

Officer Candidate School Attendance and Commissioning

Section I

Enrollment

5-1. Enrollment of candidate

- a. After the selectee arrives at OCS, the school commandant or a named representative will review the individual's records and application packet to insure that the—
 - (1) DA Form 4322-R and Narrative Summary of Predeparture Interview (fig 4-2) are included.
 - (2) Selectee is qualified for enrollment in the program. If a selectee is considered not qualified, the school commandant will act in the capacity of the GCMCA under the procedure in paragraph 4-9a.
- b. Within 5 workdays after each class has enrolled, the school commandant will send to HQDA(DAPC-OPP-P), ALEX VA 22332-0400—
 - (1) The class number and starting date.
 - (2) An alphabetical roster of the class, including grades and SSNs.
 - (3) A list of the individuals returning from a previous class (para 5-13).
- c. The commandant will send an updated class roster to HQDA(DAPC-OPP-P) every 2 weeks. This roster will show candidates dropped from the class and those held over for a later class. DAPC-OPP-P will notify proper MILPERCEN Career Management Divisions or AMEDDPERSA, if assignment orders are to be amended or revoked.

5-2. Grade authorization

Upon enrollment in a class, candidates will be promoted to pay grade E-5 if they then hold a lower grade (AR 600-200, chap 7). Candidates with a higher grade will retain that grade. Individuals who are promoted on the basis of their attending OCS, who fail to complete the course successfully, may be reduced to the grade held before entering OCS, or to a grade deemed suitable (AR 600-200, chap 8).

5-3. Status of candidates

All candidates will be considered equal as students. All insignia of

grade and badges (e.g., Ranger Tab, parachutist badge) will be removed from the candidate's uniform during the school term. The officer candidate insignia authorized by AR 670-1 will be worn.

Section II

Awards and Honors

5-4. Distinguished graduates

The commandant may designate as distinguished graduates persons who show outstanding leadership ability and personal traits needed to be successful Regular Army (RA) commissioned officers. To qualify for such designation, a graduate must be in the upper third of the final class standing. After graduation from an OBC, a distinguished graduate may apply for an RA appointment, if otherwise eligible. (See AR 601-100, para 2-4c.) These graduates will be honored formally at graduation ceremonies:

- a. Distinguished Honor Graduate. The top graduate of an OCS class will be offered an RA appointment by HQDA(DAPC-OPP-P), if otherwise eligible. The person must accept this offer no later than 1 year from the OCS graduation date to qualify for appointment under this program. (See AR 601-100, para 2-4b.)
- b. Distinguished Leadership Graduate.
- c. Distinguished Academic Graduate.

5-5. Robert P. Patterson Memorial Award

a. The Commandant, USAIS, will select from each graduating class an officer rated as the most outstanding infantry officer graduate. This person must have distinguished himself by outstanding leadership, academic excellence, aptitude, and character. Before the end of each fiscal year (1 October to 30 September), the commandant will review the records of each person selected from classes during the year. Three of these candidates will be nominated for the Robert P. Patterson Memorial Award.

b. The CG, USAIC, will forward records of the three selected candidates, with a statement of factors on which the selection was based and the recommended order of nomination, to the Distribution Committee of Community Funds, Inc., 415 Madison Avenue, New York, NY 10017.

c. The award of a suitably engraved trophy, a scroll or certificate, and a modest cash award (dependent on available funds) will be presented at a ceremony at Fort Benning on 12 February of each year (Mr. Patterson's birthday).

d. The CG, USAIC, will manage this program and arrange transportation, at Government expense, for appropriate guests and official Army representatives.

e. The CG, TRADOC, will budget for and fund transportation for the recipient.

Section III

After Graduation

5-6. Leave upon graduation

Leave credit will be carried forward into commissioned officer service (AR 630-5). The school commandant may grant up to 30 days delay en route, chargeable against accrued leave. This delay will not extend beyond the officer's reporting date at the branch service school.

5-7. Separation from prior service

On the day before appointment, the records of graduates will be closed and discharge certificates will be prepared. A discharge certificate will not be given to a graduate until the oath of office to commissioned status has been taken.

5-8. Medical examination

Graduates normally will not be required to take a medical examination upon change from enlisted or warrant officer status to commissioned officer status. A proper medical examination taken within the preceding year will serve for appointment purposes. Only graduates

who had a serious illness or injury since the last medical examination must be reexamined under the provisions of AR 40-501.

Section IV

Appointment and Assignment

5-9. Appointment procedures

a. The DA Form 61 prepared when the person applied for OCS will be used as the application for appointment as a Reserve commissioned officer of the Army. An OCS graduate tendered an appointment becomes a commissioned officer upon taking the oath of office and executing DA Form 71 (Oath of Office—Military Personnel). This act serves as acceptance of the appointment (10 USC 591).

b. The school commandant is authorized, by direction of the President, to tender to successful graduates appointment as Reserves of the Army in the grade of second lieutenant. Upon receipt of properly executed oaths of office, the commandant will issue commissions (DD Form 1A) for such appointments. The following notation will be typed below the body of the oath on the left side of DA Form 71: "DD Form 1A (Officer Commission Certificate) issued . . . (Date) . . ."

Officers appointed will be assigned to a branch of the Army Reserve based on the INSPEC for which the graduate was chosen by MILPERCEN. (See para 3-10.)

c. Each OCS selection board is given a list of specialty quotas based on the Army's needs for newly commissioned officers in various specialties. A large proportion of these needs are in combat arms. In recommending INSPECs, the board considers—

- (1) Army and specialty strength requirements.
- (2) Personal preferences stated on the DA Form 61.
- (3) Educational background.
- (4) Prior military training and experience.
- (5) Physical qualifications.

d. Designation of INSPEC and branch is made by MILPERCEN incident to the selection process. The factors in c above are evaluated in making the decision. Branch and specialty assignment may not be changed unless unusual qualifications surface which, through no fault of the individual, were not available to MILPERCEN at the time of designation. If such information is discovered, the candidate may request redesignation through the OCS Battalion Commander to HQDA(DAPC-OPP-P), ALEX VA 22332-0400.

e. Before appointment, the school commandant will insure favorable completion of the required personnel security investigation (para 2-3 d). Candidates to be commissioned in MI should have begun an SBI when notified of selection for an MI specialty. (See para 4-3 b(4).) They may be appointed MI as an exception to policy pending favorable completion of an SBI. If the SBI is not favorably completed, branch and specialty will be changed upon receipt of clearance determination.

f. The letter of appointment in AR 135-100 will be used. Appointment will be for an indefinite term and the letter will be dated as of the date of graduation. However, when an appointment letter is prepared after the graduation date, the date of that letter will be the same as the appointment date. Retroactive appointments are not authorized.

g. Graduates must serve on active duty in a commissioned officer status as cited in paragraph 3-2.

h. The school commandant will—

(1) Issue orders placing graduates on active duty under the authority in 10 USC 672(d).

(2) Report OCS graduates commissioned as Active Army accessions in the month graduated (AR 680-1). The commandant will identify the Procurement Program Number (PPN) according to AR 601-110. The PPN for one of the following programs will be used.

(a) Appointed as USAR commissioned officer from OCS-3-year AD tour requirement (AR 351-5).

(b) Appointed as USAR commissioned officer from OCS-3-year AD tour requirement—OCS enlistment option (AR 601-210).

(3) Initiate DA Form 2B and DA Form 2-1 for each graduate being appointed as a second lieutenant (AR 640-2-1).

5-10. Disposition of records of candidates appointed in the Army Reserve

a. The records listed below and an alphabetical list of the names of appointees whose records are inclosed will be sent to HQDA(DAPC-MSR), ALEX VA 22332-0400 by letter of transmittal. Records of each appointee will be arranged in the following order:

- (1) Original DA Form 71 for appointment in the Army Reserve.
- (2) Original letter of appointment. (Date of acceptance will be entered in lower left corner.)
- (3) Original DA Form 61.
- (4) DD Form 220 (Active Duty Report).
- (5) One copy of active duty order.
- (6) One legible copy of SF 88 with signature and title of reviewing authority.

b. DA Form 201 (Military Personnel Records Jacket, US Army)(MPRJ) of former warrant officers and enlisted personnel will continue to be used (AR 640-10, para 3-3). The MPRJ, with documents listed below, will be sent to the appointee's gaining unit.

- (1) Copy of letter of appointment. (Date of acceptance will be entered in lower left corner.)
- (2) Two copies of active duty order.
- (3) Original SF 88 and SF 93 (Report of Medical History).
- (4) Original DA Form 2B and DA Form 2-1.

c. A copy of the letter of appointment for each person, with date of acceptance in the lower left corner, and a copy of the active duty order will be distributed to—

(1) HQDA(SGPE-PDM-MS), WASH DC 20324, for MS officers.

(2) HQDA(DAPC-appropriate career management division), ALEX VA 22332, for all other officers.

d. A copy of DA Form 2B and DA Form 2-1 will be sent to HQDA(DAPC-PSD-A), ALEX VA 22332 (AR 640-2-1).

Section V

Candidates Not Commissioned

5-11. Relief and disposition of candidates not commissioned

a. Candidates who clearly show a lack of aptitude or qualification for commissioned status (see *b* below), as determined under procedures established by the school commandant, will be relieved from OCS. Procedures to determine if the candidate lacks aptitude or qualification for commissioning will be consistent with requirements in AR 351-1, paragraph 3-13 *b*. These procedures will include notice of the deficiency and an opportunity to respond before a decision is made on relief from OCS.

b. The school commandant, or a named representative, may relieve a candidate whenever a lack of aptitude or qualification for commissioning has been determined. The decision may be due to—

- (1) Disciplinary reasons.
- (2) Academic deficiencies.
- (3) Disqualifying physical conditions.
- (4) Deficiencies in leadership.
- (5) Security reasons.
- (6) Lack of motivation.
- (7) Falsification or omission of facts on application.
- (8) Honor code violations.
- (9) Misconduct.

c. In addition, the commandant may approve the resignation of a candidate for personal reasons. Candidates may not resign until they have been enrolled in a class (para 5-1) and completed at least 4 weeks of training. The only exception will be for the convenience of the Government when personal reasons or physical or mental deficiencies, unforeseen before enrollment, surface. If the commandant approves the resignation of a candidate, the person's name will be

reported promptly to HQDA(DAPC-OPP-P). The individual will then be reassigned where needed by the Service.

d. If a candidate is relieved for any reason in *b* or *c* above, or for failure to fulfill other requirements of this regulation, DD Form 785 will be sent to HQDA(DAPC-OPP-P). (See para 5-12.)

e. The school commandant may issue a certificate of proficiency to candidates who honorably and successfully complete—

(1) The course but are not appointed and commissioned as second lieutenants.

(2) Only a part of the course and are not appointed and commissioned as second lieutenants.

f. Warrant officers who do not graduate are immediately available for reassignment. A request for reassignment instructions will be sent, by message, to CDR MILPERCEN ALEX VA//DAPC-OPW//. The request will include the—

(1) Person's name, grade, SSN, and PMOS.

(2) Number of days of delay en route desired, if any.

g. Enlisted persons who do not graduate must complete the time remaining in their current term of enlistment or reenlistment, except as otherwise provided by law or regulation. They are immediately available for reassignment and will be reported as prescribed in AR 614-200.

h. The application packet will be returned to candidates who fail to graduate from OCS.

5-12. Use of DD Form 785

a. The school commandant will complete a DD Form 785 for—

(1) Candidates disenrolled from OCS.

(2) Candidates completing the course but not commissioned.

b. The school commandant will send a copy of the completed DD Form 785 to HQDA(DAPC-OPP-P), ALEX VA 22332-0400, when a candidate is disenrolled. Specific reasons for disenrollment must be explained in detail.

c. If a request for information regarding the disenrollment of a candidate is received from another Uniformed Service, the request will be sent to the school commandant.

d. The DD Form 785 will be held at the school for 5 years after disenrollment of the candidate. It will then be destroyed (AR 340-18-10).

5-13. Retention of candidates

a. The school commandant may hold over for a later class persons who—

(1) Fail to complete a course through no fault of their own.

(2) Fail for other reasons, but whose records show that they may reasonably be expected to overcome their deficiencies by joining a later class.

b. Candidates described in *a* above may be—

(1) Turned back to the beginning of the next class.

(2) Required to complete only those portions of the class considered necessary by the commandant.

c. Persons who miss or cannot actively participate in a significant amount of training for 14 or more days of instruction due to medical reasons may be relieved (para 5-11*b*(3)) or turned back to a later class. At the discretion of the commandant, these persons may be assigned to a later class after meeting the medical standards in paragraph 2-3*l*.

The interview with an applicant who has been accepted for US Army Officer Candidate School (OCS) is one of the most important parts of the screening and selection procedure. It is not too late to preclude any person from attending if this interview uncovers problems that make the applicant no longer qualified. Some major problems for candidates at the school are listed below and should be discussed with the applicant. These questions will assist the interviewer and can be expanded if necessary:

1. Have you incurred any physical injuries since your last medical examination? If so, have they been evaluated by a military physician?
2. (For female applicants only) Are you pregnant? If so, under AR 40-501, you are medically disqualified for OCS training.
3. Are you aware that OCS training places strenuous requirements on your physical, psychological, and mental resources?
4. Does your immediate family have any health problems that may interfere with your performance at OCS?
5. Have you discussed the strenuous requirements you will be under while attending OCS with your immediate family members? Have you told them that you will have little time for them while in training?
6. Do you have any personal, legal, or financial problems that could arise during training to interfere with your performance?
7. Are you prepared to accept all aspects of your training, including those which you may not like or understand?
8. Do you consider yourself physically fit for OCS?
9. Do you know any cause that would make you ineligible for OCS training now?

Figure 4-1. Interviewer guidance and checklist format

(To be accomplished within the 14 days immediately before selected applicant's release from installation control.)

1. On . . . (Date) . . . (Name, Grade, and SSN) . . . , was interviewed by the undersigned to determine whether any disqualifying personal reasons or physical or mental problems have surfaced since applicant's selection for OCS.
2. Applicant (is still) (is not) qualified to attend OCS. (If disqualified, explain reasons for disqualification in detail.)
3. Applicant (should attend OCS as scheduled) (should not attend OCS as scheduled). Appropriate action should be taken to remove individual from further consideration for OCS at this time.

(Signature of Applicant's Unit Commander)

(Date)

Figure 4-2. Narrative summary of predeparture interview format

-
1. I, . . . , hereby withdraw from the OCS program for the following reason(s):

(Explain reasons for withdrawal in detail)

2. I have been counseled by my unit commander concerning my decision to withdraw, and I persist in this decision. I understand that upon withdrawal I will not be allowed to reapply for OCS training for at least 1 year from the date of this withdrawal and that I will be required to serve the remainder of my enlistment obligation.
3. I further understand that if I waived my enlistment commitment in order to attend OCS, it will not be reinstated.

(Applicant's Signature)

(Signature of Applicant's Unit Commander)

Figure 4-3. Withdrawal agreement format

Appendix A References

Section I Required Publications

AR 40-501

Standards of Medical Fitness. (Cited in paras 2-3*l*, 4-3*b*(6), and 5-8 and figure 4-1.)

AR 135-100

Appointment of Commissioned and Warrant Officers of the Army. (Cited in paras 3-4*a*(1) and 5-9*f*.)

AR 135-101

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches. (Cited in paras 3-4*g* and 3-5*d*(3).)

AR 340-2

Maintenance and Disposition of Records for TOE and Certain other Units of the Army. (Cited in para 4-6*b*.)

AR 340-18-7

Maintenance and Disposition of Military Personnel Functional Files. (Cited in para 4-6*b*.)

AR 351-1

Individual Military Education and Training. (Cited in para 5-11*a*.)

AR 600-9

The Army Weight Control Program. (Cited in paras 2-3*c*, 3-5*c*, and 3-9*c*(8).)

AR 600-31

Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings. (Cited in paras 2-2*g* and 4-9*a*.)

AR 601-100

Appointment of Commissioned and Warrant Officers in the Regular Army. (Cited in para 5-4.)

AR 601-110

Identification of Commissioned and Warrant Officer Personnel by Army Procurement Program. (Cited in para 5-9*h*(2).)

AR 601-210

Regular Army and Army Reserve Enlistment Program. (Cited in paras 2-1*b*(2), 2-2*c*, and 5-9*h*(2)(*b*).)

AR 601-280

Army Reenlistment Program. (Cited in paras 3-1*a* and 3-1*b*.)

AR 604-5

Department of the Army Personnel Security Program Regulation. (Cited in para 2-2*b*.)

AR 611-5

Army Personnel Selection and Classification Testing. (Cited in paras 1-6*f*, 2-3*b*, 3-7*b*, 4-6*b*, and 4-10.)

AR 611-110

Selection and Training of Army Aviation Officers. (Cited in paras 3-7*b*(1) and 3-7*c*(5).)

AR 614-6

Permanent Change of Station Policy. (Cited in para 4-3*b*(3)(*c*).)

AR 614-200

Selection of Enlisted Soldiers for Training and Assignment. (Cited in paras 4-2*c*, and 5-11*g*.)

AR 635-5

Separation Documents. (Cited in para 3-1*b*.)

AR 635-5-1

Separation Program Designators (SPD). (Cited in para 3-1*b*.)

AR 635-200

Enlisted Personnel. (Cited in para 3-1*b*.)

AR 640-2-1

Personnel Qualification Records. (Cited in paras 4-2*b*, 4-7*b*, 5-9*h*(3), and 5-10*d*.)

AR 640-30

Photographs for Military Personnel Files. (Cited in paras 3-4*a*(7) and 3-9*c*(4).)

AR 680-1

Unit Strength Accounting and Reporting. (Cited in para 5-9*h*(2).)

DA Pam 310-8

Index of Army Personnel Tests and Measures. (Cited in para 3-7*b*.)

DA Pam 600-8

Military Personnel Management and Administrative Procedures. (Cited in para 3-11.)

DA Pam 600-8-10

Management and Administrative Procedures: Assignment and Reassignment Procedures. (Cited in para 4-3*b*(3)(*c*).)

DA Pam 611-5

Manual, Structured Interview (SI), Interviewer's Guide (United States Army Precommissioning Assessment System (PAS). (Cited in para 1-6*c* and *f*.)

FM 21-20

Physical Readiness Training. (Cited in para 3-5*b*.)

Section II

Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this pamphlet.

AR 10-5

Department of the Army

AR 140-50

Officer Candidate Schools

AR 340-18-10

Maintenance and Disposition of Training and Education Functional Files

AR 600-200

Enlisted Personnel Management System

AR 614-30

Oversea Service

AR 630-5

Leave, Passes, Permissive Temporary Duty, and Public Holidays

AR 640-10

Individual Military Personnel Records

AR 670-1

Wear and Appearance of Army Uniforms and Insignia

DA Pam 600-3
Officer Professional Development and Utilization

NGR 351-5
Officer Candidate Training

Section III
Prescribed Forms

DA Form 61
Application for Appointment.(Cited in paras 3-3, 3-4a, 3-4i, 3-5f, 3-8c, 3-9c(1), 4-6b(1), 5-9a, 5-9c(2), and 5-10a(3).)

DA Form 4322-R
Army Officer Candidate Contract and Service Agreement. (Cited in paras 3-4a(6),3-4h(5), 3-9c(6), and 5-1a(1).)

DA Form 5339-R
OCS Applicant's Evaluation Sheet. (Cited in paras 3-5e and 3-9c(11).)

Section IV
Referenced Forms

DA Form 2-1
Personnel Qualification Record—Part II

DA Form 71
Oath of Office—Military Personnel

DA Form 201
Military Personnel Records Jacket, U.S. Army (MPRJ)

DA Form 483
Officer's Assignment Preference Statement

DA Form 705
Army Physical Fitness Evaluation Scorecard

DA Form 873
Certificate of Clearance and/or Security Determination

DA Form 6256
FAST Scoring Worksheet

DA Form 6283
US Army Precommissioning Leadership Program

DA Form 6285
Interview Plan 2

DD Form 1A
Officers Commission

DD Form 214
Certificate of Release or Discharge from Active Duty

DD Form 220
Active Duty Report

DD Form 398
Personnel Security Questionnaire(BI/SBI)

DD Form 398-2
Personnel Security Questionnaire (National Agency Check)

DD Form 785
Record of Disenrollment from Officer Candidate—Type Training

DD Form 1584
National Agency Check Request

DIS Form 1
Report of NAC/ENTNAC (RON)

SF 88
Report of Medical Examination

SF 93
Report of Medical History

Glossary

Section I Abbreviations

AD active duty	GCMCA general court-martial convening authority	RA Regular Army
ADA air defense artillery	HQDA Headquarters, Department of the Army	ROTC Reserve Officers' Training Corps
ADSPEC additional specialty	HSC Health Services Command	SBI Special Background Investigation
AGC Adjutant General's Corps	IN infantry	SC Singal Corps
AIT advanced individual training	INSPEC initial specialty	TC Transportation Corps
AMEDDPERSA US Army Medical Department Personnel Support Agency	MACOM major Army command	TCO test control officer
AR armor	MC Medical Corps	TDY temporary duty
ARNG Army National Guard	MEDDAC Medical Department Activity	TRADOC US Army Training and Doctrine Command
ASVAB Armed Services Vocational Aptitude Battery	MI military intelligence	UCMJ Uniform Code of Military Justice
CE Corps of Engineers	MILPERCEN US Army Military Personnel Center	USAIC US Army Infantry Center
CM Chemical Corps	MILPO Military Personnel Office	USAIS US Army Infantry School
CONUS continental United States	MP Military Police Corps	USAR US Army Reserve
COHORT Cohesion, Operational Readiness, and Training	MPRJ Military Personnel Records Jacket, US Army	Section II Terms
DCSPER Deputy Chief of Staff for Personnel	MS Medical Service Corps	Applicant An eligible Active Army enlisted member or warrant officer who applies for enrollment in OCS.
DIS Defense Investigative Service	NAC National Agency Check	Approved applicant An applicant who meets all of the requirements of this regulation and is recommended by all the appropriate commanders in the chain of command for selection for attendance at OCS.
DLIFLC Defense Language Institute Foreign Language Center	OBC officer basic course	Candidate A student who is enrolled in OCS.
ECLT English Comprehension Level Test	OCS Officer Candidate School	Chain of command Applicant's unit commander, intermediate commander, installation commander, and major Army commander specified in AR 10-5.
ENTNAC entrance National Agency Check	OD Ordnance Corps	Disenrolled candidate A candidate who is relieved from OCS.
FA field artillery	OSB Officer Selection Battery	Officer Candidate School (OCS) (Formerly referred to as the Branch Immaterial Officer Candidate Course) A 14-week course conducted at designated Army schools to train qualified persons to serve as commissioned officers in the US Army.
FAST Flight Aptitude Selection Test	PA Physician Assistant	Selectee An approved applicant who has been selected
FI Finance Corps	PCS permanent change of station	
	PMOS primary military occupational specialty	
	PPN procurement program number	
	QM Quartermaster Corps	

for OCS by the US Army Military Personnel
Center (MILPERCEN) OCS Selection Board.

Section III

Special Abbreviations and Terms

There are no special terms.

ARMY OFFICER CANDIDATE CONTRACT AND SERVICE AGREEMENT

For use of this form, see AR 351-5; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, United States Code, Section 3012.
PRINCIPAL PURPOSE: To obtain individual's understanding and acceptance of obligation and service agreement conditions if selected to attend the US Army Officer Candidate School.
ROUTINE USES: Record is to be maintained in candidate training file at the Officer Candidate School as confirmation of obligation requirements.
DISCLOSURE: Disclosure of information requested in DA Form 4322-R is voluntary. However, failure to provide the required information will result in non-acceptability of application for attendance at the US Army Officer Candidate School.

NAME (Last, first, MI)

SOCIAL SECURITY NUMBER

CURRENT DUTY ASSIGNMENT

DATE OF BIRTH

EXPLANATION TO APPLICANT

An extended lead time is required to process applications for Officer Candidate School. A limited number of applicants may be selected for each class; therefore, the number of dropouts must be minimized. Accordingly, consider carefully the conditions stated below. You must understand and accept these conditions to apply.

1. If I will have insufficient service remaining in my current term of service as a member of the Regular Army at time of enrollment in OCS, I agree to extend my enlistment UP AR 601-280 for a sufficient period of time to complete OCS training.
2. If a member of a Reserve Component on active duty, I agree to remain on active duty in my present status for a sufficient period of time to permit completion of OCS training.
3. I agree to waive my enlistment commitment effective the date I accept designation as an officer candidate by Headquarters, Department of the Army (*if so designated*). I fully understand that in the event I subsequently withdraw my application or fail to satisfactorily complete OCS training, I will not be granted my enlistment option and will be required to serve the remainder of my enlistment.
4. I agree that, if enrolled in OCS training, I will not withdraw from the training (*except as provided for in paragraph 5-11c, AR 351-5*) until I have completed at least 4 weeks of training.
5. I further agree that, upon graduation from OCS, I will accept appointment as a commissioned officer in any branch of the USAR, if tendered, and will serve for a minimum of 3 years in a commissioned status on active duty. I understand and agree that any part of my total military service obligation (*6 years for persons entering military service on or before 31 May 1984, 8 years for persons entering military service on or after 1 June 1984*) which remains at the time of appointment will be carried over for fulfillment in my commissioned status.

SIGNATURE OF APPLICANT

DATE

M
|TAB
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|

OCS APPLICANT'S EVALUATION SHEET

For use of this form, see AR 351-5; the proponent agency is MILPERCEN.

THRU: (Immediate Commander)

TO: (Appropriate Installation Commander)

Under the provisions of AR 351-5, request the following named applicant be administratively processed for Officer Candidate School. Applicant will not be reassigned pending disposition of this application.

NAME (Last, first, MI)

SOCIAL SECURITY NUMBER

RANK

DUTIES CURRENTLY BEING PERFORMED BY APPLICANT

I HAVE INTERVIEWED THE APPLICANT AND THE FOLLOWING IS MY EVALUATION OF THE APPLICANT (Check one)

EVALUATION ON a	AVERAGE b	ABOVE AVERAGE c	EXCELLENT d	OUTSTANDING e
1. DUTY PERFORMANCE				
2. ADAPTABILITY				
3. ATTITUDE				
4. INITIATIVE				
5. LEADERSHIP				
6. RESPONSIBILITY				
7. PERSONAL TRAITS				
8. INTELLIGENCE				
9. EXPERIENCE				
10. APPEARANCE				

REMARKS

SCORING GUIDELINES:

OUTSTANDING - Performs better than any other soldier you know.

EXCELLENT - Performance equaled by very few other soldiers.

ABOVE AVERAGE - Performs better than most soldiers.

AVERAGE - Performs as well as most soldiers.

TYPED NAME OF UNIT COMMANDER

SIGNATURE OF UNIT COMMANDER

DATE

Unclassified

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